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THE INTELLOFAX SYSTEM

In providing a central reference service to CIA and the intelligence community, the early managers recognized the need to develop a machine capability for indexing and retrieving (storing ~~what~~ or what was later to become document delivery was not one of the early problems tackled) a staggering quantity of intelligence documentation. The resulting Intellofax System was unique-- no other government agency, no university or library, and no commercial firm had anything of its type in operation. *After a NAF* later Its name was coined by Dr. Andrews to describe a system which combined IBM techniques and facsimile reproduction techniques for the indexing and retrieval of intelligence documents.

authority for establishing The actual the system (not given the name Intellofax until 1947, 25X1A9a

entitled Functions of the Reference Center, dated 15 July 1947.

██████████, Assistant Director of ORE, charged the Central Index and the Intelligence Documents Division (the Library) to (1) "index, by business machine procedures, the subject matter of all available reports, and other documents of a foreign intelligence nature" and (2) classify and catalogue all intelligence documents of a foreign intelligence nature available to CIG."

25X1A9a

██████████, Chief of Central Index, was given the responsibility for organizing and developing the initial essential steps toward establishing a central indexing and filing system, in conformity with an ICAP recommendation in March 1947. It soon became apparent that no existing equipment would be capable of meeting the needs envisaged. Although an IBM punch-card offered great flexibility and speed in the handling of thousands of cards, each of which would represent a particular intelligence document, no card would carry enough printed data to supply the researcher with titles and descriptions of documents. 25X1A9a

25X1A5a1

██████████ met with top management of ██████████ to discuss the possibilities of the use of standard ██████████ machines and the adoption of these machines to the documentation problem. A ██████████ said that his company would be willing to cooperate with IBM in adapting the Telefax

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The Development of the Intelligence Subject Code (ISC)

In conformity with ICAPS* wishes (March 1947), steps were also taken by the Central Index to prepare a unified subject classification scheme. [REDACTED] wrote to the Chief, Index Branch, in July 1947:

"Although the Reference Branch has taken the initial steps in the direction of establishing central indexing and filing procedures, any unified acceptance of the end product of these investigations will depend upon joint action of IAB and CIG representatives and the agencies final acceptance of the system decided upon." (Machine Div 1947-48 Box 60-548/1)

Re/Center by 25X1A9a On 14 July 1947 [REDACTED] entered on duty as Chief of the monthly Status [REDACTED] Classification Unit of the Library to work with the Central Index in [REDACTED] developing a classification schedule for CIG. [REDACTED]

in the G-2 Library in Vienna, for example) was not adequate; the subjects listed in the BID were not sufficiently comprehensive to cover the wide range of subjects in intelligence documents, since it had been devised for Army purposes. The economic, political and scientific sections were woefully weak. It was decided to prepare a list of subjects which would include those contained in the BID, the Navy Monograph Guide, State Department Classification, and for scientific subjects, the Voge Classification, prepared and used by the Joint Research and Intelligence Board (JRBD). Visits were made to the parent organizations using these "classification" schemes.

Army and Navy representatives worked on the military subject, trying to eliminate duplication. [REDACTED] was brought in from JRBD to work with Theodore Wagman and Dorothy Randolph of the Library to help develop the scientific subjects.

25X1A9a By [REDACTED] Classification Unit had completed a general framework of an all-inclusive classification schedule. The major subject categories included: Army, Navy, Air, Economic, Political, Sociological, Scientific, Geographic, and Biographic. On 22 August a familiarization meeting was held with duly appointed representatives

Intell. Doc. Div. (Ly) Monthly Status Rpt 28 Aug- 28 Sept 47 (Library 1947-48 Box 58-98/1) of the three services. The participating IAB agencies agreed to develop and/or revise their respective military categories in the BID. To those categories would be added the CIG contribution consisting of the non-

military subjects. Because the War Department was not inclined to change the numbering system of the BID, it was to be used as the nucleus of the new classification system. 8)

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THE JEWISH CHURCH

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was not very enthusiastic about the cooperation

8 Sept 47
(Box 60-
548/1)

from the other agencies. He and [redacted] had visited the State Department 25X1A9a
Librarian, who welcomed a comprehensive expansion of the Army, Navy, and
Air subject classification, but felt that this expansion should be
25X1A9a

Ref. Center Lyincorporated into the abridged Dewey. [REDACTED] stated to [REDACTED] in 25X1A9a
Monthly
Status Rpt September that experience to date with the rerpesentatives of the IAB
28-28 July agencies had not been too satisfactory, for they seemed to feel that
1947 what CIG was trying to do with a new classification would replace the
(Box 60-548) classification which each agency was using. This was, of course,
it
the ultimate aim, but would not be realized even partially until
?
the Air Force adopted the Intelligence Subject Code in 1954. Each
representative took a cosmic view of the fields which were of
primary interest to his agency, and argued that the whole structure
of intelligence would be imperilled by any deviations from his schemes. 9/10

So the Library set about continuing with its own scheme.

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*ISC
Master
Copy*

edition
The first of the Intelligence Subject Code ¹ was
was dated 15 March 1948. The Preface indicated that the edition was
provisional and that the subject headings were intentionally
kept rather general so that expansions and revisions could be made
as experience required. There was no index to the ISC this first
edition of the ISC. A biographic or "Who's Who" class which was in the
original outline was deliberately omitted because of the Biographic Intelligence
Register of the Reference Center. Suggestions, additions, and comments
were earnestly solicited. The main classes and the number of notations
(codes) were:

000	International Situation	32
100	National Affairs	120
200	Army	139
300	Navy	181
400	Air Force	83
500	Weapons and Scientific Warfare	44
600	Science and Technology	82
700	Geography and Economics	232
800	Social and Cultural Forces	67
Total		980

Each of the eight categories was broken down to provide,
as nearly as possible, for the needs of the agency chiefly
concerned-- the Army, Navy and Air sections following closely the
patterns developed by the three services for their own use. The other
sections had been worked over in detail with the ORE units chiefly
concerned.

Chapters 100 through 800 retained their overall subject ~~category~~ outline
until the complete revision of the ISC in November 1960.

Further chapter sub-divisions appeared throughout 1948, but it was

not until ~~the~~ November 1948 ^{that} ~~in 1948 sections were expanded to the full six digit~~ ^{that} ~~the full six digit capability of the ISC was used. A relative index~~
~~(alphabetical index) was printed at the same time.~~

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Suggestions, additions and comments were earnestly solicited. Analysts of ORE/ORR and OSI played a significant role in the continuous revision process during the first five years, ensuring more effective organization of the information in documents. These analysts pointed out deficiencies in certain subject fields and suggested appropriate changes. Most suggestions benefited and improved the ISC; others reflected only parochial needs of insistent and narrow-in-outlook requesters who raised their subject specialty out of all proportion to the entire scheme. A prime example of the latter type of requester made one section of the ISC look ridiculous: the subject code for Plant Pathology (632.4) was sub-divided into 68 different codes for wheat, rye, barley, oat and miscellaneous crop diseases with the name of the diseases in English followed by the scientific term in Latin.

The 1949 ISC resembled the original 1948 edition only in the 8 major chapter headings. Within each chapter much restructuring took place. A new heading for Communism was added and the 11th section became the most widely used throughout the book. In 1950 at the time the Library decided to catalog books according to the ISC a 900 chapter (Organization of Information) was added.

The ~~1949-1967~~ history of the ISC from 1948 through 1967 was a history of change and hoped-for improvement. A review of the master copies of the ISC ~~1949-1967~~ during these years reveals pages of changes. A New ~~1967~~ edition was published in 1954, 1957, ~~and~~ 1960, 1962, 1964 and 1967. Changes in codes necessitated ~~reprinting~~ of new cards for ~~conversion~~. The printed information was transferred ~~through a heat process~~ from the old card to the new card, whereas the codes ~~by means of a heat process, whereas the~~ punched data was converted by machine ~~SECRET~~ to the new codes. This was a time consuming process and caused backlog in the machine division.

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All classification schemes have limitations and the ISC was no exception, particularly since code expansion was limited by the IBM card. ~~The IBM card limited code.~~ ^{the library personnel always worked closely with the machine Division personnel before any unique thing was adopted.} As mentioned earlier, the full 6 digit expansion of the 700 chapter went into effect in November 1948. By 1950 it became evident that ~~action codes which could be applied to the commodity~~ ^{almost all the} subject codes ^{in the 700 chapter} were necessary. These "actions" were such things as replacement production data; imports-exports; maintenance, repair, and construction; procurement, etc. ~~They applied to almost any commodity listed~~ in the 700 chapter. The indexer entered them on the code sheet by placing a slash between the modifier ~~s~~ and the subject code; ~~e.g.~~ For example, the production of coal was written as 4/735.1. The slash appeared on the IBM card as an overpunch in columns 1-6 (subject code field).

This important change in the coding ~~operation soon expanded~~ scheme eventually extended by 1954 to other chapters of the book. ^{for} Prefix modifiers as they were called were applied to the military chapters for such aspects as security, vulnerability, sabotage; order of battle; specifications and description (to be combined with equipment codes), etc.

Other ~~unique~~ coding devices were inaugurated. The Library ^{thing} always worked closely with the Machine Division personnel before any unique was adopted. One of the subject codes 115 ^{for the kind of guerrilla warfare in South} (Insurgent Groups) was purposely kept ~~left~~ without any subdivisions. The impact of ~~the~~ guerrilla warfare in 25X6A necessitated some specificity in coding.

One of the subject codes-- 115 (Insurgent Groups) had no further breakdowns. At the request of ORE ~~the~~ desk the following instruction appeared in the 1949 ISC: The 115 code may be combined with the first 3 digits of any classification number throughout the ISC, e.g., Monetary System of the 25X6A

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in two other instances.

This same method of coding specificity was used for two other codes:

117 (Religious and Ethnic Minorities) and 876 (Foreign Languages).

A three digit list of languages, minorities and cultures was prepared (for Andrews special) and the 3 digit identification could be combined with either the 117 code for Minorities or the 876 code for Languages. For example, 2516A [REDACTED] minority was coded 117.119 and the [REDACTED] language was coded 876.119.

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